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| SPREP-PROE-tall-colour_sml copy.gif | **SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT PROGRAMME**  **TENDER APPLICATION FORM** |

RFT: 2025/007

File: FN\_3/2/16, FN\_3/2/17

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| **THIS APPLICATION IS FOR THE FOLLOWING TENDER:** |
| **Partnerships and Engagement Strategy and Strategic Engagement Plan** |

*Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will* ***not*** *be considered).*

*For the Technical and Financial proposals, you may attach these separately.*

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| **1.** | **DETAILS** | | | | | | |
| NAME OF FIRM *(if applicable)* | | |  | | | | |
| NAME OF PRINCIPAL CONTRACTOR | | |  | | | | |
| LIST OTHER PROPOSED PERSONNEL *(if applicable)* | | |  | | | | |
| NATIONALITY | | |  | | | | |
| POSTAL ADDRESS | | |  | | E-MAIL ADDRESS | |  |
| TELEPHONE WORK | | |  | | MOBILE NUMBER | |  |
| TELEPHONE HOME | | |  | | FAX NUMBER | |  |
|  | | | | | | | |
| **2.** | **ACADEMIC BACKGROUND** *(PRINCIPAL CONTRACTOR & PROPOSED PERSONNEL)* | | | | | | |
| Dates | | Institution/Country | | | Qualification Attained | | |
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| **3.** | WORK EXPERIENCE | | | | | | |
| Dates | | Employer | | Position (briefly list core functions) | | | |
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| **4.** | **PROFESSIONAL AFFILIATIONS/AWARDS** | | | | | | |
| Dates | | Organisation | | | Member/Award Status | | |
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| **5.** | **PROFESSIONAL REFEREES (Provide three references relevant to this tender submission, including the most recent work completed)** | | | | | | |
| Name | | | Position | | Organisation & Contact Details | | |
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| **6.** | **STATE HOW YOU MEET EACH SELECTION/EVALUATION CRITERIA** | | | | | | |
| **CRITERIA 1 -** Advanced degree in international relations, public policy, strategic engagement or communications, or a related field. (5%) | | | | | | | |
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| **CRITERIA 2 -** Proven experience in developing partnership and engagement strategies, particularly for regional or intergovernmental organizations with demonstrated expertise in strategic engagement including stakeholder mapping and relationship management. (15%) | | | | | | | |
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| **CRITERIA 3 -** Excellent writing and communication skills, including the ability to develop clear messaging, engagement tools, and strategic outreach materials. (15%) | | | | | | | |
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| **CRITERIA 4 -** Familiarity with Pacific regional institutions and development priorities, with an understanding of cultural and political dynamics in the Pacific. (15%) | | | | | | | |
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| **CRITERIA 5 -** Desirable understanding of environmental issues in the Pacific and relevant stakeholders. (5%) | | | | | | | |
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| **CRITERIA 6 -** Good understanding of Pacific donor landscape and technical agencies/development partners relevant to SPREP programmes (15%) | | | | | | | |
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| **CRITERIA 7 – Technical Proposal/ Methodology (10%)**  Proposed methodology and workplan to undertake the tasks outlined in these terms of reference, including timelines to complete the deliverables. | | | | | | | |
| ***\* full details can be attached separately*** | | | | | | | |
| **CRITERIA 8- Financial Proposal (20%)**  Submitted financial proposal – demonstration of how applicant successfully carries out the activities listed under the scope of the consultancy. | | | | | | | |
| ***\* full details can be attached separately*** | | | | | | | |
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| **7.** | **GENERAL INFORMATION** | | | | | | |
| Declaration of close relations to any individual who is currently employed at SPREP. Please list name/s and nature of relationship. | | |  | | | | |
| Declaration **Tenderer has no association with**  exclusion criteria, including bankruptcy, insolvency or winding up procedures, breach of obligations relating to the payment of taxes or social security contributions, fraudulent or negligent practice, violation of intellectual property rights, under a judgment by the court, grave professional misconduct including misrepresentation, corruption, participation in a criminal organisation, money laundering or terrorist financing, child labour and other trafficking in human beings, deficiency in capability in complying main obligations, creating a shell company and being a shell company. | | |  | | | | |
| Declaration Tenderer (and other proposed personnel) have not been charged with any child related offences | | |  | | | | |
| Discipline Record (list past employment disciplinary cases or criminal convictions, if any) | | |  | | | | |
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| **8.** | **ANY OTHER ADDITIONAL INFORMATION APPLICANT WISHES TO SUBMIT** | | | | | | |
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| **9.** | **HOW DID YOU LEARN ABOUT THIS TENDER?** | | | | | | |
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| **10.** | **CERTIFICATION & AUTHORISATION:**  **All information submitted herewith is true and correct. SPREP has the authority to seek verification of any information provided.**  **By signing this application form you are indicating your agreement to SPREP’s Standard Terms and Conditions outlined in the Contract for Services (attached). SPREP Standard Contract Terms and Conditions are non-negotiable.** | | | | | | |
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| **Signature** | | | | | | **Date** | |

**The following documents must be attached to this Tender application form:**

* Curriculum Vitae – Principal Contractor & Proposed Personnel
* Detailed Financial Proposal
* Conflict of Interest Form
* Any other relevant information to support this tender application.

**CONFLICT OF INTEREST FORM**

**Request for Tender (RFT): 2025/007: Partnerships and Engagement Strategy and Strategic Engagement Plan**

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I confirm that I, my family members, and the organisation or company that I am involved with are independent from SPREP. To the best of my knowledge, there are no facts or circumstances, past or present, or that could arise in the foreseeable future, which might call into question my independence.

If it becomes apparent during the procurement process that I may be perceived to have a conflict of interest, I will immediately declare that conflict and will cease to participate in the procurement process, unless or until it is determined that I may continue.

OR

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I declare that there is a potential conflict of interest in the submission of my proposal [please provide an explanation with your proposal]

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Name, Signature Date

Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_